

DRAFT FOR DISCUSSION ONLY

Mental Health Services Act (MHSA) Community Services and Supports One-Time Requests for Funding

June 1, 2005

A county may request to use Community Services and Supports (CSS) Funding for one-time expenditures that fall into any of the following categories:

- Extension of Community Program Planning Funding
- Pre-Implementation of Community Services and Supports Funding
- Other One-Time Community Services and Supports Funding.

Note that use of CSS funding for one-time expenditures and CSS Services and Supports cannot exceed the county's annual planning estimate.

Extension of Community Program Planning Funding

A county may request an extension of Community Program Planning Funding of up to five percent of their fiscal year 2005-06 CSS planning estimate to fund continued planning activities. These additional planning funds are expected to be used when the initial distribution of planning funds are exhausted. Counties should use the Local Planning Budget Worksheet included in DMH Letter 05-01 and submit the budget to the State to request these funds. Activities approved by the Department as part of the initial County Requests for Funding for MHSA Planning may be funded with this extension without any additional program narrative. Any significant changes in the planning activities must be substantiated with a narrative description of those changes for approval by the Department. The additional planning funding will be paid in one lump sum amount.

Pre-Implementation of Community Services and Supports Funding

Upon submission of the Program and Expenditure Plan for Community Services and Supports, a county may request funding for pre-implementation activities of up to 25 percent of their fiscal year 2005-06 CSS planning estimate.

Counties should request pre-implementation funding by completing the proposed Local Planning Budget Worksheet included in DMH Letter 05-01, a budget narrative describing the details of the budget and a one-page description of the primary activities to be funded. Upon approval by the State of the local planning budget, counties will receive one payment from the State for pre-implementation activities.

Types of allowable pre-implementation activities include but are not limited to Request for Proposal development, issuance and review for programs and services proposed in the Plan; and all necessary human resources activities to recruit personnel for the

proposed MHSA programs and services. Note that counties are advised not to enter into contracts for services or hire additional service delivery personnel until approval by the State of their Community Services and Supports Plan.

Other One-Time Community Services and Supports Funding

A county may also request funding for other one-time Community Services and Supports expenditures through the CSS Budget Worksheet submitted as part of the CSS Program and Expenditure Plan. Types of allowable activities could include the cost of vehicles if purchased with MHSA funds or the costs of equipping new employees with all necessary technology (cellular telephones, computer hardware and software, etc.).